

Jeremiah W. (Jay) Nixon
Governor



Kelvin L. Simmons
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Accounting
570 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
INTERNET: <http://www.oa.mo.gov/acct>
E-MAIL: acctmail@oa.mo.gov

Mark A. Kaiser
Director

MEMORANDUM

TO: State Agency Payroll and HR Officers

FROM: Vandee DeVore, Assistant Director

DATE: January 27, 2009

RE: Missouri Voluntary Life Insurance Commission

MoVLIC representatives will be contacting you to schedule meetings covering State-sponsored Universal Life and a Long-term Care rider for new hires at your facilities during work hours.

We encourage you to work with MoVLIC representatives in scheduling these meetings. As a **State-Sponsored** benefit, employees should be reasonably accommodated if they choose to attend. These visits should not be confused with the **non-state sponsored** cafeteria plan products which should be scheduled separately.

You can contact MoVLIC administrators directly at the Jefferson City Administrative Center at 866-891-4149 or go online at www.mhgmovlic.org.